City of Parma, OH

Statement of Work to Implement Innoprise Software

~~May~~ August 2018

Contents

Implementation Methodology

The Harris ERP Software professional services methodology is based on similar and proven approaches used by the largest and most renowned systems integration firms. At the same time it has been tailored to include the many unique organizational and architectural benefits of Harris ERP and its products.

The implementation approach uses a "partnership" model between Harris ERP and clients (CLIENT), such that the Harris ERP team primarily serves as an enabler, coach and trainer for the client to implement the solution themselves. This client-enabled approach achieves a balance of speed and cost, while taking advantage of available capacity of client staff.

Harris ERP Statement of Work

This Statement of Work (SOW) describes the work to be undertaken to implement the Harris ERP Application Suites under the Software License and Professional Services Agreement and the terms and conditions contained herein. Described within this SOW is the project, which consists of the deliverable materials to be provided by the party designated below, and the Harris ERP and Client responsibilities to be provided in accordance with the terms of this SOW.

Changes to this SOW will be processed in accordance with the procedure described in the Project Change Control Procedure section. The investigation and the implementation of changes may result in modifications to the estimated schedule, professional fees, and other terms of this SOW and the Software License and Professional Services Agreement. To the extent there is a contradiction, inconsistency or ambiguity between the terms of this SOW and the Agreement, this Agreement will govern.

Project Scope

Application Modules

The functional Application Suites and the associated modules that are included in the scope of this Statement of Work are noted below in the following table(s).

Application Suite	Module	In-Scope Y/N	Total Project Duration
Financials (FINS)	General Ledger	Y	8 Months
	Accounts Payable	Y	
	Budget Preparation	Y	
	Purchasing	Y	
	Requisitioning	Y	
	Fixed Assets	Y	
	Centralized Cash Receipts	Y	

Application Suite	Module	In-Scope Y/N	Total Project Duration
Payroll/Human Resources (PRHR)	Payroll	Y	9 Months
	Human Resources	Y	2 Months
	Citizen Access-Applicant Tracking	Y	
	Employee Self Service	Y	
	State Reporting	Y	

Application Suite	Module	In-Scope Y/N	Total Project Duration
Interfaces	CCR credit card (w/Innoprise provider)	Y	1 Months
	~~Fire Station Payment~~Safety Department timesheet Interface with import.	Y	1 Months
	Kronos Import into Payroll	Y	1 Months
	WBD interface- Import	Y	2 Months

Custom Development

Should customization be required, Harris ERP will leverage its development resources to work on certain more technical elements of the project. Unless otherwise stated within the contract, and herein, this Statement of Work assumes no customizations. The software is being purchased as is, no additional functionality is implied or promised. Should customization be required, a Software Development Request (SDR) will be created and a quote for said services issued.

Customizations/Modifications in Scope for this Project:

Enhancements:

1. All St. Lucie items called out in the contract, Otherwise Contingency to be used for vetting out and programming of the following items:

   Email notification on submission from CA (application)
   Workflow on items pushed to Dept manager- notification to Dept Managers also on applicants for positions open in their sections.

   Template form to have different attributes for positions based on type

   different application form based on type of job

   ability for employees to fill out incidents online

Interfaces:

1. Called about above, will be imports.

Conversions:

1. Standard conversions as identified in Addendum A.

Forms:

1. Harris will provide the Client with form templates from which a layout can be selected. Minor modifications can be made to the template within the scope of this project. Any modifications requiring more than 2 hours per form, shall constitute custom development. Should customizations be required, a Software Development Request will be created and a quote for said services.

Reports:

1. NONE

Implementation Methodology Responsibilities

Under this SOW, Harris ERP will undertake the following activities in conjunction with the Client:

Install (Cloud9)

The Install phase will encompass Harris ERP physically installing the software and all the related components ~~on the Client hardware~~in the cloud~~, in their specified e~~ environment~~s~~. The Harris ERP technical consultant will coordinate with the Client's technical team to discuss and agree on the installation roles and responsibilities.

	Responsibility	
Key Activities	***CLIENT***	***Harris***
• ~~**Analyze Unique Client Architectural Considerations**~~	~~Joint~~	~~Joint~~
• ~~**Setup Server**~~	~~Lead~~	~~Assist~~
• ~~**Configure Remote Access**~~	~~Lead~~	~~Assist~~
• **Install Application Modules**	Assist	Lead
• **Install Application Database**	Assist	Lead
• ~~**Create/Port Empty Instances**~~	~~Assist~~	~~Lead~~
• ~~**Create/Update System Administration Plan**~~	~~Lead~~	~~Assist~~
• **Signoff Installation**	Lead	
Deliverables		
• ~~Overall Infrastructure and Application Architecture Documented~~	~~Lead~~	~~Assist~~
• Installed Environment	~~Lead~~Assist	

Initiate

The Initiate phase will kick-off the project and document the scope of the project through a Business Process Review. The Business Process Review is designed to review and document the current processes of the departments that will be utilizing the application. These processes are then used to design the new process workflow that will be configured within the Innoprise Applications.

	Responsibility	
Key Activities	***CLIENT***	***Harris***
• **Distribute Application Questionnaire**	Lead	Assist
• **Conduct Kickoff Meeting**	Lead	Assist
• **Confirm Business Goals**	Assist	Lead
• **Business Process Review**	Assist	Lead
• **Analyze Requirements**	Assist	Lead
• **Sign-Off Solution Validation**	Lead	Assist

Deliverables		
• Complete Application Questionnaire	Lead	Assist
• Business Process Review Documentation	Assist	Lead

Configuration

The Configuration phase is the functional configuration of the software whereby business rules and process are input into the various setup screens. This will be the primary responsibility of the Client, with Harris ERP acting in an advisory capacity.

	Responsibility	
	CLIENT	***Harris***
Key Activities		
• **Configure Security Group (AD/LDAP)**	Joint	Joint
• **Train client on Configuration**	Assist	Lead
• **Configure Module Functionality**	Lead	Assist
• **Configure Workflow**	Lead	Assist
• **Convert or Enter Historical Data**	Lead	Assist
• **Validation and Acceptance of Converted Data**	Lead	Assist
• **User Acceptance Testing**	Lead	Assist
• **Sign-Off Functional Tests and Conversion**	Lead	Assist
Deliverables		
• Configured System	Lead	Assist
• Configuration Documentation (custom notes)	Lead	Assist

Standard Conversion

Data elements included in the history conversion are defined in **Addendum A** of this Statement of Work. If additional data elements are required, they will be addressed using the Software Development Request process and Change Control Procedures as defined herein, and a quote provided for the additional services.

Product Lifecycle Management (Customizations)

The Client's agreement assumes no customizations are required with exception of any interfaces included in the contract, and is priced as such. This section, however, describes the methodology used by Harris ERP.

This phase encompasses all of the application development efforts of both the Harris ERP development staff, and as appropriate, the Client technical staff. All base product enhancements will be evaluated against the Harris ERP Product Development Roadmap and determined as either a future roadmap item, or a client specific billable modification. The development for accepted roadmap enhancements will be scheduled into the programmed release cycles and may ultimately drive the project schedule.

	Responsibility	
	CLIENT	***Harris***
Key Activities		
• **Client Specific Developments**	Assist	Lead
○ **Design/Prototype**	Assist	Lead
○ **Build Functionality**	Assist	Lead
▪ **Interfaces**	Assist	Lead
▪ **Conversions**	Joint	Joint
▪ **Forms**	Joint	Joint
▪ **Reports**	Joint	Joint
○ **Perform Functional Test**	Lead	Assist
○ **Sign-Off Functional Test**	Lead	Assist
• **Product Enhancements**	Assist	Lead
○ **Compare SDR to Product Roadmap**	Assist	Lead
○ **Design Prototype**	Assist	Lead
○ **Agree on Lifecycle Rollout**	Joint	Joint
○ **Create Prototype**	Assist	Lead
○ **Review Prototype**	Assist	Lead
○ **Build Functionality**	Assist	Lead
▪ **User Interfaces (UI)**	Assist	Lead
▪ **Business Processes/Validation**	Assist	Lead
▪ **Data Elements**	Assist	Lead
○ **Deploy to Base Code through standard Product Lifecycle Management**	Assist	Lead

Deliverables		
• Product Enhancements in Revision Cycle Upgrades	Assist	Lead
• Software Development Requests	Assist	Lead
• Change Orders	Assist	Lead

Testing

The Testing phase is the testing of the solution to confirm that it meets the functionality, reliability or performance needs of the Client's integrated enterprise-wide application environment. This phase will be integrated into both the Install and Customizations phases for performance testing, and integrated into the Configuration phase for functional testing. All of the activities in the Testing phase are conducted by the CLIENT staff with support by the Harris ERP Implementation Team. The Harris Application Consultant will provide a testing checklist to the Client to ensure testing is done completely, and acceptance of the testing plan will be required prior to moving into the Training phase.

Client will have thirty (30) calendar days to for acceptance testing, during which time, issues reported within the 30 days will be resolved at no charge provided they are part of the original scope of work. All issues reported after the 30 days will be considered billable, unless prior arrangements or extension to the acceptance period is made. If the testing period extends past the 30 calendar days, there will be an additional charge assessed, unless prior arrangement or extension has been agreed upon. Once testing is complete and acceptance has been received, the Training phase will commence. If testing falls around the Customer's fiscal year end, an adjustment to the testing schedule will need to happen to accommodate regular business as it must be maintained. The testing Schedule might need to change due to timing. This should be agreed upon by both sides without billable impact.

	Responsibility	
	CLIENT	***Harris***
Key Activities		
• **Create Test Strategy and Plan**	Joint	Joint
• **Execute Test Plan**	Lead	Assist
○ **Perform testing & log problems/defects**	Lead	Assist
○ **Report and complete test**	Lead	Assist
○ **Sign-Off Functional Testing**	Lead	Assist
Deliverables		
• User Acceptance Test (UAT) Plan	Lead	Assist
• Integrations Test Plan	Lead	Assist
• Final Acceptance Criteria	Lead	Assist
• Data Conversion Acceptance	Lead	Assist

Training

The Training phase is the formalized training of end-users on the use of the Harris ERP applications. This is done in a "Train-the-Trainer" approach by Harris ERP implementers. In all projects, Harris ERP will work specifically during the Configuration phase—and generally through the Knowledge Transfer activities—to educate the core Client implementation team on the capabilities, functionality and technology of the Harris ERP applications in order that they can take a leadership role in the implementation of the new solution(s).

Harris will deliver formal Train-the-Trainer training at Client site. It is expected that all individuals required will be available for the Training Phase of the implementation. This includes, at a minimum, the Client implementation team responsible for training additional users at Client site. Any additional training required of Harris after formal onsite training has been completed will be considered billable, unless prior arrangement or extension has been made, and a change order will be provided.

	Responsibility	
Key Activities	*CLIENT*	*Harris*
• **Define Training Strategy**	Joint	Joint
• **Analyze Audience and Culture**	Joint	Joint
• **Identify Supporting Processes and Functions**	Lead	Assist
• **Determine Training Plan**	Joint	Joint
• **Design Training Program**	Joint	Joint
• **Develop Training Material**	Lead	Assist
• **Deliver Training**	Assist	Lead

Deliverables		
• Training Plan	Joint	Joint
• Training Material	Lead	Assist
• End User/Functional User Training	Assist	Lead
• Final Acceptance Training	Lead	Assist

Transition

The Transition phase is commonly referred to as going live. Go-Live is not a large event in itself, but rather the planning work leading up to it ensuring it goes smoothly, coupled with the immediate post go-live support. Harris ERP will help facilitate the determination of the go-live and support plans, and assist the client implementation team and power users, while Client will take the primary responsibility through the process.

The Harris Application Consultant will provide support to the Client for thirty (30) days after the Transition to live. At that time, the Application Consultant will facilitate a call with the Harris Client Services team to transition the Client to support for ongoing, long term support.

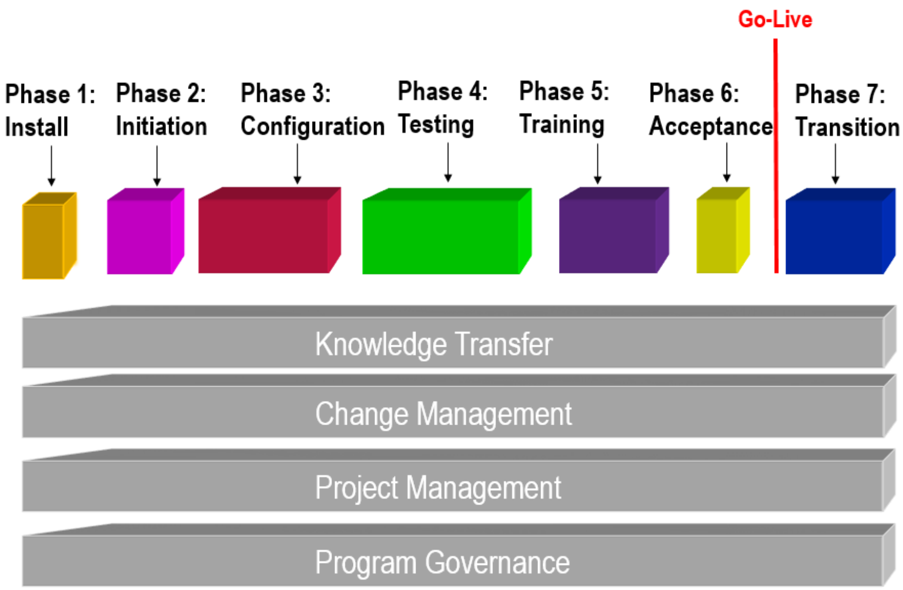
Commented [VW1]: This is what states the app con being your direct support for 30 days. See email attachment on support information and turn around time on calls.

	Responsibility	
Key Activities	***CLIENT***	***Harris***
• **Create Go-Live Checklist**	Assist	Lead
• **Finalize Production Instance**	Lead	Assist
• **Reset Number Sequences**	Assist	Lead
• **Execute Data Conversion Routines**	Joint	Joint
• **Conduct Reconciliation Procedures**	Lead	Assist
• **Infrastructure Cut-Over**	Lead	Assist
• **Obtain Final Cut Over Approval**	Lead	Assist
• **Go-Live**	Lead	Assist
• **Project Sign-Off**	Lead	Assist
• **Execute Production Support Plan**	Assist	Lead

Deliverables		
• Go-Live Checklist	Assist	Lead
• Final Cutover Approval	Lead	Assist
• Project Acceptance	Lead	Assist
• Production Support Plan	Lead	Assist

Client Responsibilities

The successful completion of the proposed scope of work depends on the full commitment and participation of the Client management and personnel. The responsibilities listed in this section, as well as the Implementation Methodology Responsibilities (above), are in addition to those responsibilities specified in the Agreement, and are to be provided at no charge to Harris ERP. The Client is required to perform its obligations in the Agreement and this SOW without exception. Harris ERP's performance is predicated upon the following responsibilities being managed and fulfilled by the Client, as scheduled in the Harris ERP Project Workbook. Delays in performance of these responsibilities may result in additional cost and/or delay of the completion of the project, and will be handled in accordance with the Project Change Control Procedure. Some of the elements of the Implementation Methodology would not typically be in scope for Harris ERP to deliver, such as Program Governance, Overall Project Management, or Change Management.



Program Governance

Program Governance is the ongoing process throughout the entire project where by leadership is given that shapes the strategy, scope, organizational alignment and funding, and ensures that business benefits are realized. This is ultimately the responsibility of the Client.

While effective Program Governance can be the single most important component of a project that a company can use to control its success, this leadership can be quite nuanced in how it is managed. That said, some of the key success factors required of the Client are:

Key Activities

- Ensure active Executive Sponsorship
- Establish Business Goals/ Business Case/ As-is & Would-be Processes
- Ensure SOW Compliance
- Prioritize Scope Creep
- Resolve Issue Escalation
- Mitigate Risk

Project Management

Prior to the start of this project, the CLIENT will designate a person to act as the Client Project Manager who will be the primary contact for Harris ERP communications relative to this project and will have the authority to act on behalf of the CLIENT in all matters regarding this project.

Harris ERP will provide ongoing project management for the Harris ERP responsibilities in this SOW. The purpose of this activity is to provide technical direction and control of Harris ERP project personnel and to provide a framework for project planning, communications, reporting, procedural and contractual activity. The CLIENT will provide ongoing project management on the aforementioned items within the CLIENT organization for Key Activities defined below.

Key Activities

- Manage against the SOW
- Manage Overall Project Plan
- Manage All CLIENT Project Resources
- Manage and Communicate all CLIENT Deliverables
- Establish Overall Roles & Responsibilities
- Facilitate Project Communications
- Manage Required Facilities for Project
- Establish and Maintain Documentation & Procedural Standards
- Manage Issues and Resolve Deviations in Schedule

- Participate in Project Status Meetings
- Create Status Reports
- Manage Project Change Control Procedure
- Manage Deliverable Materials Acceptance Procedure
- Responsible for resolving any CLIENT invoice or billing requirements with VP, Professional Services

Change Management

The implementation of a new ERP application is an impactful change to any organization. Change Management is the process to make that change easier and more effective, along multiple dimensions. This is ultimately the responsibility of CLIENT. Some of the key success factors required of the CLIENT are:

Key Activities

- Manage the transition
- Setup Change Management Process
- Enroll Sponsor/Client Champion and Stakeholder Support
- Determine Organization and Job Impacts
- Establish Deployment Readiness
- Continually Communicate
- Enable Project Effectiveness

Knowledge Transfer

This entire effort is for the benefit of the CLIENT staff to learn and retain as much information as possible. This includes the handover activities during training and go-live that occurs with the CLIENT so that the entire organization can self-sufficiently sustain the new solution. Although Harris ERP will work hand-in-hand with the CLIENT on this effort throughout the entire project, the CLIENT is ultimately responsible to ensure participation and ownership of this responsibility as it ensures overall project success.

Key Activities

- Identify the knowledge holders for each functional or technical area
- Establish mechanisms to encourage knowledge transfer

Other CLIENT Responsibilities

Additional Client contractual responsibilities include, but are not limited to the following:

- Ensure that its staff is available to provide such assistance, as Harris ERP reasonably requires and that Harris ERP is given reasonable access to CLIENT senior management, as well as any members of its staff to enable Harris ERP to provide the Services. The CLIENT will ensure that its staff has the appropriate skills and experience. If any CLIENT staff fails to perform as required, the CLIENT will make suitable additional or alternative staff available.
- CLIENT will be responsible for the review and evaluation of the Harris ERP recommendations as well as all final decisions and implementations relating to, or resulting from, the Harris ERP recommendations contained in the deliverable materials.
- Provide all information and materials reasonably required to enable Harris ERP to provide the Services. The CLIENT agrees that all information disclosed or to be disclosed to Harris ERP is and will be true, accurate and not misleading in any material respect. Harris ERP will not be liable for any loss, damage or deficiencies in the services arising from inaccurate, incomplete, or otherwise defective information and materials supplied by the CLIENT.
- Ensure it has appropriate agreements in place with third parties to enable Harris ERP to perform the Services under this SOW, where the CLIENT is using or providing Harris ERP with third party information, support or materials for a project including but not limited to, where the CLIENT is employing other suppliers whose work may affect Harris ERP's ability to provide the Services. Unless specifically agreed to otherwise in writing, the CLIENT will be responsible for the management of the third parties and the quality of their input and work. Except to the extent Harris ERP specifically agrees otherwise in this SOW, the CLIENT is solely responsible for any third party hardware, software or communications equipment used in connection with the Services.
- Unless otherwise expressly stated in this Statement of Work, the CLIENT will be responsible for ensuring its own compliance with all laws and regulations, including but not limited to, those pertaining to product safety and regulatory compliance for all Harris, and non-Harris ERP, products including those recommended by Harris ERP. It is the CLIENT's sole responsibility to obtain advice of competent legal counsel as to the identification and interpretation of any relevant laws, rules and regulations that may affect the CLIENT's business and any actions the CLIENT may need to take to comply with such laws. Harris ERP makes no representations or warranties with respect to product safety or regulatory compliance of Harris, and non-Harris ERP products.

Project Team

Assumptions

In addition to the implicit or explicit assumptions contained throughout this entire document, highlighted below are some additional assumptions that are included in this proposal. If any of these assumptions are incorrect or inappropriate, Harris ERP will be happy to discuss them further and determine if those changes would affect the pricing, timing or staffing of the project.

1. There are no business initiatives (e.g., audits, annual meetings, conferences, vacations, etc.) or technical projects and/or conflicts (e.g., major implementations, rollouts, business initiatives, etc.) during the project timeline that will impact our ability to meet with required business and/or technical subject matter experts and that may delay the project schedule.
2. Harris ERP will have space to work at the CLIENT offices as required during this strategic project.
3. Current related business (as-is SOP and flowcharts) and technical requirements are available and will be provided to the Project Team, while future requirements are not available and developing future requirements is not within the scope of this strategy project.
4. The scope of this project does not include a specific tool selection or the development of documents for conducting a tool selection (e.g., vendor RFI's, RFP's, demo scripts, vendor score cards, etc.).
5. All CLIENT personnel who need to be interviewed for this project will be sufficiently knowledgeable about their business area's needs and have the authority to represent their business area.
6. All CLIENT personnel who need to be interviewed for this project will be available and responsive in a timely manner, so as not to delay the schedule for this project.
7. Data conversion pricing is based upon the Standard Conversion Definitions as identified in Addendum A. Should additional conversion cycles or historical data be required the cost to do so will be provided to the CLIENT via the Project Change Order Procedure.
8. Unless otherwise noted in the Technical Elements section of this SOW, or specifically identified within the contract, all customizations, enhancements, forms, reports, etc. not contained within the base package are considered out of scope and will follow the Project Change Control Procedure.
9. There is no established timeline. The CLIENT and Harris ERP will build a mutually agreeable project schedule. Changes to the project schedule, post acceptance, will be managed via the Change Request to Schedule Procedure (CRS) and may result in a chargeable Change Order should the CRS result in additional effort.

Project Procedures

Project Change Control Procedure

The following process will be followed if a change to this SOW is required:

- A project Change Order (CO) will be the vehicle for communicating change. The CO must describe the change; the rationale for the change and the effect the change will have on the project (i.e. cost, change in critical path timeline, etc.).
- The designated Project Manager of the requesting party will review the proposed change and determine whether to submit the request to the other party.
- Both Project Managers will review the proposed change and recommend it for further investigation or reject it. Harris ERP will specify any charges for such investigation. An authorized representative from the CLIENT organization must sign the Change Order in order to be deemed valid. Harris ERP will invoice the CLIENT for any such charges, if applicable. The investigation will determine the effect that the implementation of the CO will have on price, schedule and other terms and conditions of this SOW and the Agreement.
- A written change order must be signed by authorized representatives from both parties to authorize implementation of the investigated changes. Until a change is agreed in writing, both parties will continue to act in accordance with the latest agreed version of the SOW and associated project schedule.

Deliverable Materials Acceptance Procedure

Each Deliverable Material as defined in "Project Deliverables" section of the SOW will be reviewed and accepted in accordance with the following procedure:

- All Deliverable Material will be uploaded to the CLIENT Customer Portal site. It is the CLIENT Project Manager's responsibility to make and distribute copies to any other reviewers. This portal will stay available for a year. After that time Harris ERP can purge or delete the site along with it's contents.
- Within a reasonable time but no later than thirty (30) business days of the date added to the Customer Portal, the CLIENT Project Manager will either accept the Deliverable Material or provide a written list of requested revisions to the party responsible for the deliverable. If a revision request is not received within thirty (30) business days, then the Deliverable Material will be deemed accepted.
- Agreed upon revisions will be made and the Deliverable Material will be resubmitted to the CLIENT Project Manager through the Customer Portal, at which time the Deliverable Material will be deemed accepted.
- Revisions not agreed to will be managed in accordance with the Project Change Control Procedure above.

Escalation Procedure

The following procedure will be followed if resolution is required to a conflict arising during the performance of this SOW.

- When a conflict arises between the CLIENT and Harris ERP, the project team member(s) will first strive to work out the problem internally.
- Level 1: If the project team cannot resolve the conflict within three (3) working days, the CLIENT Project Manager and Harris ERP Application Team Lead will meet to resolve the issue.
- Level 2: If the conflict is not resolved within three (3) working days after being escalated to Level 1, the CLIENT Executive Sponsor will meet with the Harris ERP Vice President of Professional Services to resolve the issue.
- If the conflict is resolved by either Level 1 or Level 2 intervention the resolution will be addressed in accordance with the Project Change Control Procedure set forth above.

Authorization

By signing below, the CLIENT and Harris Enterprise Resource Planning agree to the terms of this Statement of Work which represents the responsibilities of each party throughout this implementation.

SUBMITTED ON BEHALF OF HARRIS ENTERPRISE RESOURCE PLANNING, A DIVISION OF HARRIS SYSTEMS USA INC.

Signature

Print Name and Title

Date

Any questions regarding this Statement of Work should be addressed to:

Tammy DiManna,
Vice President, Professional Services
Ph: +1(303) 226-0050 X75308
Mobile: 303-903-3916
E: tdimanna@harriscomputer.com

520 Zang St., Suite 200
Broomfield, CO 80021

AGREED ON BEHALF OF Parma, OH (CLIENT)

Signature

Print Name and Title

Date

Addendum A: Standard Conversion Definition

- There will be 3 conversions (initial, corrective, final.) The final conversion will be done before go-live. There will be no changes (additional data sources, import templates) to the data set after the corrective conversion.
- The Harris Application Consultant will provide the import spreadsheets and conversion manual. Client is responsible for data extract, data manipulation, and populating the Innoprise import spreadsheets. No changes can be made to the imports. The consultant can provide answers to questions regarding the import spreadsheets and conversion manual. Harris will import the data.
- Unless otherwise noted (*), conversion history will consist of the two prior years, plus current year to date.

FINANCIALS	Inclusions	Additional Cost
Chart of Accounts	Fund Segment Object Segment Non Fund/Non-Object Segments Account Number Import Account Conversion Account Permissions	Activity Style Sheets (custom forms) Attachments Any additional data elements
General Ledger	Opening Balance GL Transactions	Attachments Any additional data elements
Accounts Payable	Vendor Records Vendor Commodities Vendor Attributes Closed Invoices Historical Checks Open Invoices Open Purchase Orders Form 1099 Return Data 1099 Payee Data P Card Transactions	Style Sheets (custom forms for PO, Requisition, Quote, Check, EFT Notification, Warrant) Attachments Any additional data elements
Fixed Assets	Fixed Assets	Attachments Any additional data elements
Budget	Budget Budget Adjustment	Activity Any additional data elements
Projects and Grants	Projects Grants	Any additional data elements

Payroll/HR	Inclusions	Additional Cost
Payroll	Additional Rates Assignment Accruals Assignment Activity Assignment Items Assignments Authorizations Check History Detail Check History Header Check Reconciliations Custom Dates Demographics Departments Dependents Direct Deposits Distribution Accounts Emergency Contacts Payroll Banks Position Accruals Position Departments Position Items Positions Tax Details Hours Transactions	Additional Activity Attachments Any additional data elements
HR	Reviews Screenings Incidents Awards Courses Grievances Pay Rates Status History Activity Logs	Attachments Any additional data elements
Portal	Workgroups User Import	Any addition data elements